

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, the Accounting Technician independently performs complex and responsible paraprofessional accounting work related to the financial, statistical and reporting functions for the Superior Court and performs other related duties as may be assigned.

DISTINGUISHING CHARACTERISTICS

The class of Accounting Technician is responsible for performing highly technical accounting duties in one or more of the following specialized accounting support areas: cash receipts, revenue distribution, vendor claim processing, purchase requisitions, property inventory, trust funds, non-sufficient fund collections, bail/bonds, payroll processing, general ledger and budgetary control accounts. Incumbents in this class are expected to perform these functions in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices. Positions in this class are not supervisory, but may exercise lead responsibilities.

TYPICAL TASKS

- Maintains bookkeeping and accounting control records;
- makes journal entries;
- posts to general ledger and subsidiary ledgers;
- makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies;
- closes and balances accounts;
- compiles data for budget preparation purposes;
- prepares financial statements, reports, and documents;
- prepares correspondence;
- researches original input documents to trace, identify and correct errors;
- maintains control of account codes and expenditure authorizations;
- checks allotments to see how much money has been encumbered by program;
- receives contracts where the department is entering into agreement to pay for specific services;
- posts amendments to contracts;
- receives, reviews and processes claims for payment in accordance with contract stipulations;
- assist with payroll process;

- maintains estimate and claims filed registers; maintains revolving fund ledger cards;
- processes revolving fund checks for salary and travel advances.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of financial record keeping; basic principles of accounting; governmental accounting principles and procedures.

Ability to:

Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; operate common office equipment used in financial record-keeping work and make mathematical computations rapidly and accurately; apply rules and regulations to specific cases; analyze data and draw logical conclusions.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Equivalent to an associate degree with major course work in accounting **-AND-** two years of experience in keeping or reviewing accounting or fiscal records **-OR-** Four years of increasingly responsible clerical accounting.

(Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.)